ANNUAL REPORT

2003

CARLTON TRAIL REGIONAL COLLEGE

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CARLTON TRAIL REGIONAL COLLEGE

ANNUAL REPORT

2003

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December 19th, 2003

Honourable Andrew Thomson
Minister of Saskatchewan Learning
Room 307
Legislative Building
Regina, Saskatchewan
S4S 0B3

Honourable Andrew Thomson:

I have the honour to submit herewith the Annual Report of Carlton Trail Regional College for the fiscal year ended June 30th, 2003, including duly certified financial statements of Regional College operations, all in accordance with Section 16 of the Regional Colleges Act and Section 14 of the Regional College Regulations.

Respectfully submitted,

Daryl Gebauer
Chairperson of the Board of Trustees
Carlton Trail Regional College

VISION STATEMENT

Carlton Trail Regional College will lead in creating greater opportunities through the power of learning

MISSION STATEMENT

To identify and provide quality education, training and career services to enhance personal and community development

MANDATE

Carlton Trail Regional College is a provincial institution established under Saskatchewan's *Regional Colleges Act*, which was proclaimed on January 1, 1988. The College succeeded Carlton Trail Community College, which was previously established under Saskatchewan's *Community Colleges Act* of 1973.

Section 5 of the *Regional Colleges Act* delineates that programming which a Regional College may offer:

1. university and technical institute courses provided by way of a contract between the college and a university or technical institute;
2. training programs that prepare individuals for a career or provide education with respect to health or social issues;
3. training programs paid wholly or partly by private business, non-profit groups or government agencies;
4. career services;
5. adult basic education, literacy and upgrading programs;
6. any other educational activities that the Lieutenant Governor in Council may prescribe in the regulations.

A new Regulation enacted on July 3, 1997 enabled regional colleges:

1. to provide employment services, programs and activities associated with career, educational and training services, programs and activities pursuant to agreements with the Minister of Post-Secondary Education and Skills training or the New Careers Corporation; and
2. to determine student eligibility for, and to administer the Provincial Training Allowance.

2001 – 2004 STRATEGIC PLAN
GOALS STATEMENTS

PRIMARY GOAL

- to embrace quality assurance and public accountability

CIVIC ROLE

- to help forge positive relationships among diverse segments of society
- to welcome and support people regardless of age, gender, race, ethnicity, class, disability, sexual orientation, or other factors
- to actively participate in decision-making to address the education and training needs of our communities
- to encourage staff and students to be involved in community activities

LEARNER-CENTEREDNESS

- to incorporate "they are us" into our daily work
- to broaden access to education and training
- to take proactive measures to ensure that all community members have the necessary incentives, support, and opportunity to meet their education and training goals
- to provide a positive learning environment utilizing a holistic approach to meeting student needs
- to acknowledge that learner success involves many factors exclusive of the classroom
- to provide support systems to empower individuals to identify and pursue their career and personal goals

CURRICULUM

- to deliver high quality education and training programs to meet the needs of individuals and communities and to respond to emerging trends
- to offer full-time, part-time, credit and non-credit programs using appropriate delivery means
- to offer programs that respond to the unique demographics of our communities
- to provide access close to home in order to facilitate the pursuit of life-long learning
- to recognize literacy, remedial and employment readiness programs, which incorporate academic, technical and workplace skills, as essential to our mission

EMPLOYERS

- to provide training which will link students to local employment opportunities in order to meet the needs of employers and individuals and contribute to the economic growth of our communities
- to provide accurate labour market information and counseling to respond to skill shortages and emerging new occupations

CONNECTIONS

- to pursue opportunities for partnering with federal and provincial government agencies, business and industry, community and volunteer organizations, and Aboriginal groups to enhance programs and services
- to forge connections with key community organizations for our mutual benefit
- to work in partnership with all components of the educational system
- to promote adult education and training
- to provide support of credentialing by external agencies and educational partners

GOVERNANCE AND LEADERSHIP

- to foster cooperation and communication between the Board of Trustees, management and staff in order to meet the College's mandate, mission and goals

HUMAN RESOURCES

- to foster a positive, safe and professional work and academic environment
- to encourage a commitment to life-long learning by staff

INFORMATION TECHNOLOGY

- to ensure the appropriate application of technology to enhance and support learning
- to recognize the role of information technology in our programs and services

FINANCIAL

- to advocate for funding flexibility to support programs and services
- to seek greater funding to accommodate identified enrolment and service needs
- to promote a sustainable long-term financial plan
- to meet industry standards for accounting practices

BOARD OF TRUSTEES REPORT

As the year began, there remained one vacancy on the Board to be filled. Gladys Junop of Davidson was appointed effective October 31, 2002, thus completing the requisite membership of seven.

The Board's priorities in 2002-2003 continued to be maintenance of the reserve fund at a level above that minimally required by SK Learning, stability in programs and services offered region-wide, and promotion and marketing of the College. In January 2003, the Board reviewed progress in fulfilling the College's 2001-2004 Strategic Plan. As the year ended, the Board initiated a self-evaluation process.

The Board established a new committee, the Academic Advisory Committee, whose purpose is to facilitate the role of the Board in the area of academic programs; specifically, to consult with, and to advise, College program staff. The committee participated in the development of the 2003-2004 program plan.

The first annual Board-sponsored Staff Award was presented to Elaine Loehr, Program Head, Basic Education program in Humboldt. The staff award has been developed to recognize the accomplishments of staff who epitomize "excellence in performing one's duties."

The entire Board was able to attend the annual Association of Saskatchewan Regional Colleges (ASRC) Governor Development Workshop. The Board chair and CEO attended the Association of Canadian Community Colleges (ACCC) Regional Consultation held in Brandon, MB. Two Board members (Gebauer and Junop) and the CEO were delegates to the ACCC Annual Conference held May 2003 in Vancouver, BC.

The Board chair, Daryl Gebauer, served as vice-president of the ASRC.

2002 – 2003 BOARD OF TRUSTEES

Daryl Gebauer, Chairperson	Humboldt, SK
Donna Jungwirth, Vice-Chairperson	Cudworth, SK
Victor Janz	Cupar, SK
Carl Lambert	Wynyard, SK
Doreen Wagner	Strasbourg, SK
Ralph Elliasson	Watrous, SK
Gladys Junop	Davidson, SK (appointed October 31, 2002)

Regular Board Meetings:	11
Conference Calls:	2
Annual Meeting	1
Committee Meetings:	4

CHIEF EXECUTIVE OFFICER'S REPORT

The year witnessed a resurgence in programming activity as evidenced by a **35%** increase in participant hours. Programming for industry, credit and non-credit, was particularly active. While institute credit and Basic Education remained relatively stable, there was a noticeable decrease in community/individual and personal interest non-credit programming.

The continued downturn in the region's agriculture-based economy negatively affected agriculture-based programs such as Welding and Custom Harvester. Nevertheless, the College was able to respond to an inability to sustain a pre-employment welding program in Humboldt by offering a series of shorter Production Line Welding courses.

PROGRAMS AND SERVICES SUMMARY

Program Area	Program or Service Type	Participant #s 2000 / 2001	Participant #s 2001 / 2002	Participant #s 2002 / 2003
Skills Training	Institute Credit	398	401	**420**
	Industry Credit	1431	1320	**788**
	Apprenticeship and Trade	0	0	**0**
	Industry Non-Credit	38	183	**1108**
	Community /Individual Non-Credit	1861	1531	**1268**
	Personal Interest Non-Credit	617	1131	**837**
Basic Education	Basic Education Credit	136	93	**89**
	Basic Education Non-Credit	174	48	**87**
University	University Credit	450	27	**9**
Services	Learner Support	262	652	**722**
	Counselling	1711	2434	**2975**

The College continues its involvement with many organizations, including St. Peter's College, the Touchwood Tribal Agency Council (TATC), the Saskatchewan Council for Community Development (SCCD), Prairie Implement Manufacturers Association (PIMA), local Chambers of Commerce, Rural Service Centres, Regional Health Authorities, Rural Municipalities, Saskatchewan Tourism Education Council (STEC), the Learning Resources Network (LERN), and the Association of Canadian Community Colleges (ACCC). For the sixth consecutive year, the College coordinated the Community Access Project (CAP) for Saskatchewan.

The College's technology-enhanced learning (TEL) pilot projects were approved and implementation began in 2002. The pilot projects focus on the establishment of TEL Centres in two smaller communities within the region: Lestock and Imperial. The *ed2go* non-credit on-line courses continue to grow in popularity.

Effective July 2002, Carlton Trail Regional College fully operationalized the OCSM-based student information system, thereby dramatically improving the College's capability to provide accurate and timely data.

In an exciting development, architectural drawings were prepared for an addition to house the Basic Education program, currently offered in Lestock and primarily targeted to serve First Nations' students, to the Punnichy High School, with construction planned for the fall of 2003.

The College agreed to renovate its facilities in Wynyard to co-locate the offices of the Department of Community Resources and Employment. The project began in 2003 and will be completed in the coming year as the adjacent high school undergoes major renovations; improved access for the disabled will be a feature of the renovated space.

The Davidson office and classroom facility received repairs and maintenance upgrades during the summer of 2002. Carlton Trail Regional College's Humboldt welding shop underwent an inspection in early 2003. The inspection revealed a need for significant upgrades to the building's air handling system, which will be phased over the next few years.

CARLTON TRAIL REGIONAL COLLEGE OFFICES

Davidson	201 Washington Street	567-2885
Humboldt	623 – 7th Street	682-2623
Southey	280 Burns Avenue	726-5885
Watrous	108 – 6th Avenue East	946-2094
Wynyard	400 A Avenue D West	554-3767

Email: humboldt@ctrc.sk.ca
www.ctrc.sk.ca
1-800-667-2623

2002 – 2003 STRATEGIC PLAN OUTCOMES

The following table summarizes activities of Carlton Trail Regional College during 2002-2003 as measured against goals of the College's 2001-2004 strategic plan.

Goal	Key Action
To embrace quality assurance and public accountability.	• An interim TEL report was submitted to SK Learning on January 31, 2003. • The TA/RW/YCW programs review was completed in 2003.
To help forge positive relationships among diverse segments of society.	• The CEO attended the initial RCCA (formerly RCCI) conference.
To welcome and support people regardless of age, gender, race, ethnicity, class, disability, sexual orientation, or other factors.	• Government Relations & Aboriginal Affairs delivered an Aboriginal Cultural Awareness workshop to College staff in April 2003.
To actively participate in decision-making to address the education and training needs of our communities.	• The 2003 needs assessment targeted the health and education sectors.
To incorporate "they are us" into our daily work.	• In 2002 CTRC signed a site license agreement with STEC to deliver the SaskBest Program.
To develop a survey instrument to measure current service levels.	• A customer survey of "front-line" service was conducted in late 2002.
To broaden access to education and training.	• A press release was provided to regional media announcing the award of the Centennial Merit scholarships for 2002 – 2003.
To take proactive measures to ensure that all community members have the necessary incentives, support, and opportunity to meet their education and training goals.	• CTRC has adopted the pricing policy for Business, Industry & Community Education programs as approved by the Minister.
To provide a positive learning environment utilizing a holistic approach to meeting student needs.	• The Pacific Institute's student success program is incorporated within the Older Worker Project.
To provide support systems to empower individuals to identify and pursue their career and personal goals.	• A staff in-service workshop related to student management issues was delivered in January 2003.
To deliver high quality education and training programs to meet the needs of individuals and communities and to respond to emerging trends.	• CTRC accessed Lakeland College programs for delivery in 2002 – 2003. The College is brokering the Teacher Assistant program, delivered on a part-time basis. • In 2002 – 2003, the College adjusted its program plan to offer a HC/SCA program in Humboldt, Air Brake Endorsement and TDT classes in several locations, an additional PCP program in Watrous, and replaced the planned Pre-Employment Welding program with three Production Line Welding classes. • The 2002 – 2003 program array included new programs in Primary Care Paramedic & Production Line Welding.

Goal	Key Action
To offer full-time, part-time, credit and non-credit programming using appropriate delivery means.	• As a result of Sask Health analysis, an additional Primary Care Paramedic program was offered by CTRC in 2002 – 2003.
To provide accurate labour market information and counselling to respond to skill shortages and emerging new occupations.	• The College maximized its JS/FS allocation for 2002 – 2003.
To pursue opportunities for partnering with federal and provincial government agencies, business and industry, community and volunteer organizations, and Aboriginal groups to enhance programs and services.	• The position of Enterprise Development Officer, which involves the development of project proposals, was implemented in 2002 – 2003. A successful project proposal regarding Essential Workplace Skills Training was developed jointly with the Humboldt and District Chamber of Commerce. • CTRC partnered with the Lestock & District Family Resource Centre and Imperial Town Council to develop and administer the TEL pilot project sites • CTRC offered a Centennial Merit Scholarship in 2001 – 2002 and two in 2002 – 2003. • The One Arrow Band and other agencies in the Wakaw area partnered with CTRC in 2002 – 2003. • TATC has partnered in several credit programs in • 2002 – 2003 (Early Childhood Education / Waste Water Collection and Treatment / Water Treatment and Distribution).
To work in partnership with all components of the education system.	• CTRC staff attended School ^{Plus} organizational meetings in Davidson.
To promote adult education and training.	• The College placed a banner ad at www.mysask.com • The position of Enterprise Development Officer, which involves promotion and marketing related to student recruitment, was implemented in 2002 – 2003.
To provide support of credentialing by external agencies and educational partners.	• CTRC participated in the development of the provincial RPL Referral Guide and one staff member received portfolio development training.
To ensure the appropriate application of technology to enhance and support learning.	• Adoption of the Student Information System took place in July 2002.
To seek greater funding to accommodate identified enrollment and service needs.	• A 2003 – 2004 full-time credit program guide was published. • Repairs to the Davidson facility were completed in 2002. The proposal to build a facility to house the BE program in Punnichy was approved. Plans for renovations to the College's facility in Wynyard to accommodate SK Community Resources and Employment and adjacent school renovations were approved in 2003, with construction commencing in summer 2003.
To promote a sustainable long-term financial plan.	• As of May 2003 an adequate reserve fund was in place.

COLLEGE PERSONNEL

2002-2003 STAFF PLAN IN FULL-TIME EQUIVALENTS

Position	Budget 2002/03	Actual June 30/03	
Administration			
CEO	1.00	1.00	Rob Barber
Director of Finance	1.00	1.00	Andy Burgess
Director of Administration	0.80	0.80	Pat Varga
Executive Secretary	1.20	1.20	Cindy Warner/Sheri Ulrich
	4.00	4.00	
Accounting Clerk	1.00	1.00	Karen Hadland
Accounting Clerk	1.00	1.00	Rosalie Ronellenfitsch
Computer Technician	0.80	0.92	Brian Hay/Craig Little
	2.80	2.92	
Coordinators			
Humboldt	1.00	1.00	Beverley Keyser
Watrous	1.00	1.00	Gayle McMartin
Wynyard	1.00	1.00	Don Harris
	3.00	3.00	
Counsellors			
Humboldt	1.00	1.00	Damon Steadman
Wynyard	0.50	0.50	Valerie Aubichon
Watrous/Davidson	0.50	0.50	Sheila Farden/Beverley Gutenberg
Itinerant South	0.30	0.36	Sheila Farden/Beverley Gutenberg
Itinerant North	0.80	0.80	Cindy Johannesson
TEL Centre	0.10	0.00	
	3.20	3.16	
Program Assistants			
Humboldt	1.00	1.00	Lois Winkel
Watrous	1.00	1.00	Cheryl Schaan
Davidson	1.15	1.15	Nola Schmiedge/S. Romanyszyn-Cross
Southey	0.75	0.75	Leslie Mann
Wynyard	0.75	0.75	Jean Leader
	4.65	4.65	
Program Secretaries			
Humboldt	1.00	1.00	Denise Germain
Watrous	1.00	1.03	Kathy Peevers/Bev Deneiko
Davidson	0.75	0.75	Dana Gayle Dahl
Wynyard	0.75	0.73	Jeannine Bitternose/Cindy Johannesson
Southey	0.15	0.17	Annette Konescni
	3.65	3.68	
Receptionist	1.50	1.62	Marina Painter/Debbie Schikosky
Registration Clerk	0.75	0.79	Jane Stumborg
Information/Development Officer	0.75	0.67	Michael Becker
TEL Project Facilitator	0.50	0.43	Brenda Stone
Summer Student	0.20	0.20	David Ford
	3.70	3.71	
TOTAL	**25.00**	**25.12**	

SCN Attendants	Sharon Carpenter
	Carol Saul
	Rhonda Paulson
	Mark Haugen
SCN Clerical	Lucille Tomyn
	Beverley Deneiko
	Yvette Baran
	Cindy Johannesson
Teacher Aide	Vanessa Back-Canevaro
Instructors:	
Basic Education, Humboldt	Elaine Loehr
	Edison Yee
	Erin Weigel
Basic Education, Lestock	Len Keleman
	Lawrence Hopko
Teacher Assistant, Wynyard	Vicky Finnigan
Practical Nursing, Watrous	Cathy McMann
	Penny Edwards
Home Care/Special Care Aide, Lumsden	Wendy Treble
Office Education, Humboldt	Heather Schemenauer
	Cindy Tesch

COLLEGE PERSONNEL IN FULL-TIME EQUIVALENTS
(Excluding Instructional Staff)

2001	2002	2003
24.64	22.75	**25.12**

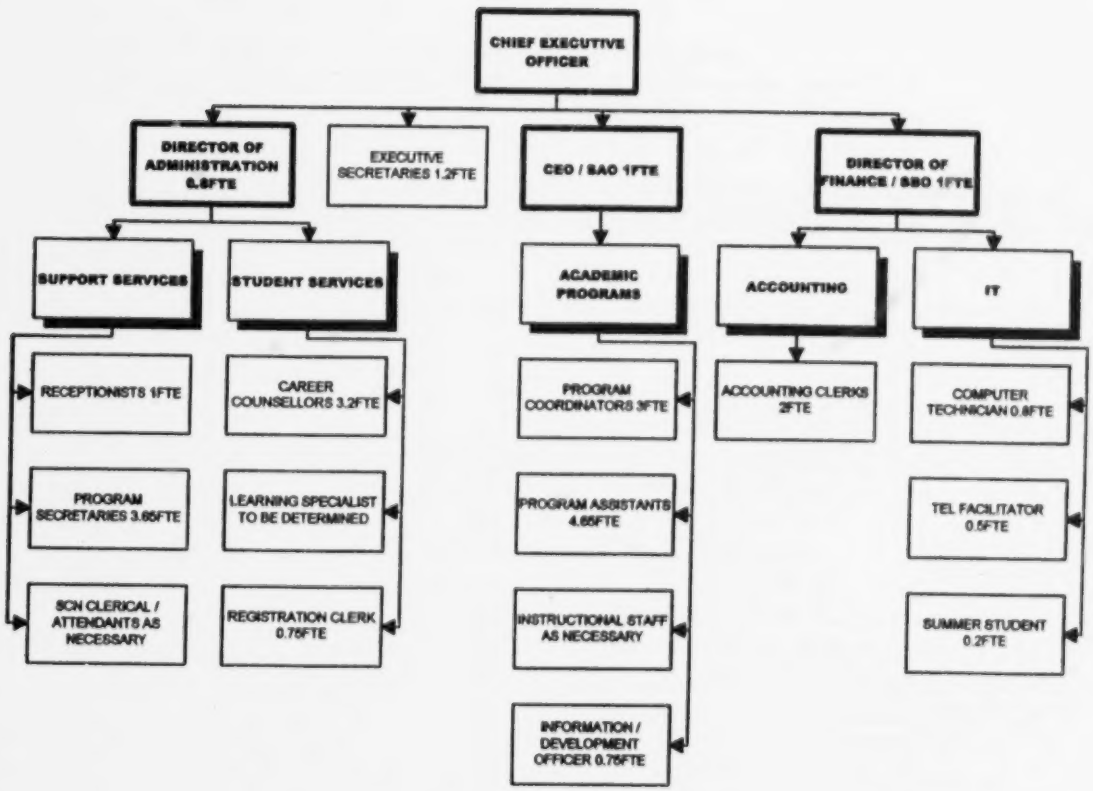
The College had earlier identified a need to put resources into student recruitment and marketing, and to build a capacity to engage in project-driven activities. Consequently, an Enterprise Development Officer position was established. The College's staffing complement was otherwise stable during the year.

During the year, the College continued to provide Human Resources Development Canada services in Humboldt, which strengthened the College's ability to link career and employment services to training and education services and programs. Unfortunately, funding in support of the service was significantly decreased, resulting in termination of the HRDC help desk effective July 1.

Carlton Trail Regional College began preliminary steps to participate in the Aboriginal Employment Development Plan, conducting an aboriginal cultural awareness workshop in 2003.

The Board of Trustees approved two new HR policies: "Isolation and Safety in the Workplace" and "Anti-Harassment in the Workplace." Both policies resulted from the work of the Occupational Health and Safety Committee.

CARLTON TRAIL REGIONAL COLLEGE
2002-2003 ORGANIZATION CHART



PROGRAMMING ACTIVITY

	Classes	Students	Participant Hours
2000 / 2001	577	5367	294,560
2001 / 2002	535	4776	218,535
2002 / 2003	**465**	**4606**	**295,714**

Note: 2002/2003 does not include JobStart/Future Skills and Learner Support data.

PERFORMANCE MEASURES

The performance measures deemed to be common among the Regional Colleges, as applicable to Carlton Trail Regional College, are listed below, along with objectives drawn from the SK Learning Sector Plan. The performance measures use actual results from 2001 – 2002 and 2002 – 2003.

Objective	Performance Measure	Actual 01-02	Actual 02 - 03
2.1 Support capacity to respond to existing and anticipated demand appropriate to the needs of individuals and the economy.	Full Load Equivalent (FLE) enrolments in Skills Training – Institute Credit programs	215	**276**
	FLE enrolments in Skills Training – Industry Credit programs	62	**45**
	FLE enrolments in Skills Training – Industry Non-Credit Programs	9	**28**
	FLE enrolments in Skills Training – Community/Individual Non-Credit programs	47	**45**
	FLE enrolments in Skills Training – Personal Interest Non-Credit programs	37	**15**
	FLE enrolments in Basic Education – Credit programs	122	**182**
	FLE enrolments in Basic Education – non-credit programs	31	**90**
	FLE enrolments in University – Credit programs	5	**2**
2.2 Increase the participation of underrepresented groups to enhance their employability and to contribute to a representative workforce [1]	Participation/graduation/employment rates of equity groups for credit programs		
2.4 Increase the success of individuals in programs and services	Number of graduates from Institute Credit programs	127	**262**

Objective	Performance Measure	Actual 01-02	Actual 02 - 03
	Number of graduates from Basic Education programs	78	**54**
3.1 Contribute to the development and maintenance of a workforce responsive to the economy	Employment rate of graduates, obtained from annual follow-up surveys for Institute Credit programs [2]	99%	**84%**
	Employment rate of graduates, obtained from annual follow-up surveys for Basic Education programs [3]	96%	**90%**
3.2 Increase employer and industry participation in planning and investment in education and training	JobStart/Future Skills investment	$198,858	**$260,797**
	Contractual revenue from annual financial statements	$287,085	**$523,773**

Notes:

1. inability to capture historically or in SIS due to inappropriate registration form, yielding inconsistent or missing data.
2. employment, further training, not looking
3. limited response to survey

OBJECTIVES AND RESULTS ASSESSMENT

A comparison of the College's 2002-2003 Business Plan (Program Plan Summary) with the year's results reveals a close correlation between that planned and that accomplished. 479 programs were anticipated, with 465 delivered, a **3%** variation. 260,000 participant hours were projected, and 295,714 resulted, a **14%** variation. The increase in participant hours largely occurred in Institute Credit programs as expected.

Program variances and trends of note are as follows:

- While activity levels measured by classes/programs and student numbers are relatively stable, participant hours jumped as anticipated due to an increase in full-time programming.
- Although not yet borne out statistically, it is apparent that demand for part-time Institute Credit programs (Teacher Assistant / Home Care/Special Care Aide / Office Education) is increasing.
- An Industry Credit program, *Essentials of Fire Fighting*, shows steady growth, now involving a consortium of 17 volunteer fire departments.
- Community/Individual and Personal Interest Non-Credit programs' participant numbers decreased by 22%, reflective of a region highly dependent upon agriculture.
- Basic Education program participants, as measured by FLE, increased substantially, due in part to a broadening of the Wakaw BE Preparation program and a shift of Employment Readiness programming to a Case Management model.

CLASSES/PROGRAMS BY REGION

An important ingredient in the success of any college is its ability to "connect" with its communities and residents. In a region having a population of **65,238**, Carlton Trail Regional College offered **465** programs/classes to **4,606** students in **41** communities during the 2002 – 2003 programming year.

Location	2000/01	2001/02	2002/03
Davidson Region	91	89	**63**
Humboldt Region	209	152	**161**
Southey Region	36	48	**39**
Watrous Region	168	174	**128**
Wynyard Region	65	62	**58**
On-Line	8	10	**16**
Total Classes	577	535	**465**

Note: 2002/2003 does not include JobStart/Future Skills and Learner Support data

CLASSES/PROGRAMS BY COMMUNITY

Location	Number of Classes	Number of Registrants	Location	Number of Classes	Number of Registrants
Allan	4	29	Middle Lake	1	5
Bethune	1	7	Naicam	2	19
Bladworth	1	8	Nokomis	1	10
Clavet	3	29	Punnichy	1	15
Colonsay	1	2	Quinton	3	31
Craik	1	11	Raymore	3	19
Craven	5	51	Rose Valley	2	19
Davidson	52	375	Southey	16	102
Elfros	1	2	Semans	12	40
Elstow	3	21	St. Benedict	1	9
Govan	1	17	St. Brieux	7	98
Humboldt	141	1828	Strasbourg	3	20
Imperial	1	3	Viscount	7	51
Kenaston	1	14	Wadena	3	15
Kylemore	1	2	Wakaw	3	75
Lake Lenore	1	1	Watrous	87	979
Lanigan	19	232	Watson	1	21
Lestock	4	66	Wishart	1	19
Lumsden	7	52	Wynyard	42	228
Manitou Beach	1	10	Young	3	43
Meachem	1	12	On-Line	16	16

ENROLLMENT BY PROGRAM CATEGORY

Programs		Actuals							
		2001-2002				2002-2003			
		Programs	Student Headcount	Student Enrolled FTE	FTEs	Programs	Student Headcount	Student Enrolled FTE	FTEs
Skills Training	**Skills Training Credit**								
	Institute Credit								
	SIAST	22	51	266	215	28	135	272	274
	Lakeland College	0	0	0	0	1	0	13	2
	Subtotal Institute Credit	22	51	266	215	29	135	285	276
	Industry Credit	33	0	1187	62	26	0	788	45
	Subtotal Credit	55	51	1453	277	55	135	1073	321
	Skills Training Non-Credit								
	Industry Non-Credit	33	0	284	9	47	0	1108	28
	Community/Individual Non-Credit	72	0	1780	47	73	0	1268	45
	Personal Interest Non-Credit	26	0	909	37	23	0	837	15
	Subtotal Non-Credit	131	0	2973	93	143	0	3213	88
Total Skills Training		**186**	**51**	**4426**	**370**	**198**	**135**	**4286**	**409**
Basic Education	**Basic Education Credit**								
	Adult Education	4	78	0	122	4	89	0	182
	Subtotal BE Credit	4	78	0	122	4	89	0	182
	Basic Education Non-Credit								
	English Language Training					1		2	2
	Employability/Life Skills					3		72	89
	General Academic Studies					2		13	6
	Subtotal BE Non-Credit	9	0	65	31	6	0	87	89.8
Total Basic Education		**13**	**78**	**65**	**153**	**10**	**89**	**87**	**272**
University	**University Credit**								
	University of Regina					3		6	1
	University of Saskatchewan					2		3	1
Total University		**4**	**0**	**51**	**5**	**5**	**0**	**9**	**2**
Total Programs		**203**	**129**	**4542**	**528**	**213**	**224**	**4382**	**683**

Note: Prior to 2002 – 2003, Basic Education Non-Credit and University Credit data was aggregated.

ENROLLMENT BY PROGRAM CATEGORY

Programs		Actuals 2001-2002 Programs	Student Enroll FT	Student Enroll PT	FLEs	2002-2003 Programs	Student Enroll FT	Student Enroll PT	FLEs
Skills Training	**Skills Training Credit**								
	Institute Credit								
	SIAST	22	51	266	215	28	135	272	274
	Lakeland College	0	0	0	0	1	0	13	2
	Subtotal Institute Credit	22	51	266	215	29	135	285	276
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	Skills Training Non-Credit								
	Industry Non-Credit	33	0	284	9	47	0	1108	28
	Community Individual Non-Credit	72	0	1780	47	73	0	1268	45
	Personal Interest Non-Credit	26	0	909	37	23	0	837	15
	Subtotal Non-Credit	131	0	2973	93	143	0	3213	88
Total Skills Training		**186**	**51**	**4426**	**370**	**198**	**135**	**4286**	**409**
Basic Education	**Basic Education Credit**								
	Adult Education	4	78	0	122	4	89	0	182
	Subtotal BE Credit	4	78	0	122	4	89	0	182
	Basic Education Non-Credit								
	English Language Training					1		2	2
	Employability/Life Skills					3		72	89
	General Academic Studies					2		13	6
	Subtotal BE Non-Credit	9	0	65	31	6	0	87	89.8
Total Basic Education		**13**	**78**	**65**	**153**	**10**	**89**	**87**	**272**
University	**University Credit**								
	University of Regina					3		6	1
	University of Saskatchewan					2		3	1
Total University		**4**	**0**	**51**	**5**	**5**	**0**	**9**	**2**
Total Programs		**203**	**129**	**4542**	**528**	**213**	**224**	**4382**	**683**

Note: Prior to 2002 – 2003, Basic Education Non-Credit and University Credit data was aggregated.

EQUITY PARTICIPATION ENROLLMENTS

		Actuals															
		2001-2002								2002-2003							
	Programs	Aboriginal		Visible Minority		Disability		Total Enrollment		Aboriginal		Visible Minority		Disability		Total Enrollment	
Skills Training		FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std
	Skills Training Credit																
	Institute Credit																
	SIAST		13			2		2	13	18	1		1		1	18	3
	Lakeland College																
Total Skills Training Credit			**13**			**2**		**2**	**13**	**18**	**1**		**1**		**1**	**18**	**3**
Basic Education	**Basic Education Credit**																
	Adult Education	34		2		7		43		52				8		60	
	Subtotal BE Credit	34		2		7		43		52				8		60	
	Basic Education Non-Credit																
	Employability/Life Skills	16						16									
	Subtotal BE Non-Credit	16						16									
Total Basic Education		**50**		**2**		**7**		**59**		**52**				**8**		**60**	
Total Programs		**50**	**13**	**2**		**9**		**61**	**13**	**70**	**1**		**1**	**8**	**1**	**78**	**3**

Note: Std = Students
Equity status is collected in limited circumstances (Institute Credit, Basic Education Credit and Employability/Life Skills) and is a voluntary self-identification.

STUDENT SUCCESS

Programs		Actuals 2001-2002 Total Student Enrollment		Completed Total		Employed Total		Further Training Total		2002-2003 Total Student Enrollment		Completed Total		Employed Total		Further Training Total	
		FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Skills Training	**Skills Training Credit**																
	Institute Credit																
	SIAST	55	172	51	164	38	70	9	2	133	158	92	152	68	138	2	
	Lakeland									12	8	10	8		7		
Total Skills Training		**55**	**172**	**51**	**164**	**38**	**70**	**9**	**2**	**155**	**166**	**102**	**160**	**68**	**145**	**2**	
Basic Education	Basic Education Credit																
	Adult Education	78		53						89		54		8		21	
Total Basic Education		**78**		**53**						**89**		**54**		**8**		**21**	
Total Programs		**133**	**172**	**104**	**164**	**38**	**70**	**9**	**2**	**244**	**166**	**156**	**160**	**76**	**145**	**23**	

Note: A student follow-up survey is conducted in limited circumstances (Institute Credit and Basic Education Credit).

EQUITY PARTICIPATION ENROLLMENTS

		Actuals															
		2001-2002								2002-2003							
	Programs	Aboriginal		Visible Minority		Disability		Total Enrollment		Aboriginal		Visible Minority		Disability		Total Enrollment	
		FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std	FT Std	PT Std
Skills Training	**Skills Training Credit**																
	Institute Credit																
	SIAST		13			2		2	13	18	1		1		1	18	3
	Lakeland College																
Total Skills Training Credit			**13**			**2**		**2**	**13**	**18**	**1**		**1**		**1**	**18**	3
Basic Education	**Basic Education Credit**																
	Adult Education	34		2		7		43		52				8		60	
	Subtotal BE Credit	34		2		7		43		52				8		60	
	Basic Education Non-Credit																
	Employability/Life Skills	16						16									
	Subtotal BE Non-Credit	16						16									
Total Basic Education		**50**		**2**		**7**		**59**		**52**				**8**		**60**	
Total Programs		**50**	**13**	**2**		**9**		**61**	**13**	**70**	**1**		**1**	**8**	**1**	**78**	3

Note: Std = Students
Equity status is collected in limited circumstances (Institute Credit, Basic Education Credit and Employability/Life Skills) and is a voluntary self-identification.

STUDENT SUCCESS

	Programs	Actuals 2001-2002 Total Student Enrollment		Completed Total		Employed Total		Further Training Total		2002-2003 Total Student Enrollment		Completed Total		Employed Total		Further Training Total	
		FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Skills Training	**Skills Training Credit**																
	Institute Credit																
	SIAST	55	172	51	164	38	70	9	2	133	158	92	152	68	138	2	
	Lakeland									12	8	10	8		7		
Total Skills Training		**55**	**172**	**51**	**164**	**38**	**70**	**9**	**2**	**155**	**166**	**102**	**160**	**68**	**145**	**2**	
Basic Education	Basic Education Credit																
	Adult Education	78		53						89		54		8		21	
Total Basic Education		**78**		**53**						**89**		**54**		**8**		**21**	
Total Programs		**133**	**172**	**104**	**164**	**38**	**70**	**9**	**2**	**244**	**166**	**156**	**160**	**76**	**145**	**23**	

Note: A student follow-up survey is conducted in limited circumstances (Institute Credit and Basic Education Credit).

SKILLS TRAINING PROGRAMS

INSTITUTE CREDIT

Carlton Trail Regional College continued its policy of extending credit vocational/technical programming throughout its region. A wide variety of full- and part-time courses, primarily brokered through SIAST were offered. Students are assured that tuition levels are those applicable to students attending SIAST on campus. A part-time Teacher Assistant program, brokered from Lakeland College, was introduced.

Programs were largely financed utilizing a variety of provincial funding resources, such as the SSEP and Quick Skills programs, received from the Department of Learning.

Program	# of Modules	# of Students	Programs	# of Students
Home Care / Special Care Aide	9	48	3	46
Office Education	14	30	1	15
Primary Care Paramedic	--	--	2	31
Production Line Welding	--	--	4	35
Teacher Assistant	4	15	1	12
Truck Driver Training	--	--	5	25
Air Brake	--	--	6	63
Human Resources	1	7	--	--
Practical Nursing	--	--	1	16
Water Wastewater	--	--	1	6
Early Childhood Education	--	--	1	16
Youth Care Worker	--	--	1	3
Total	**28**	**100**	**26**	**268**

JOB START/FUTURE SKILLS

JobStart/Future Skills, with funding from the provincial government, and in partnership with Saskatchewan business, industry associations, individuals, public training institutions, and other training deliverers, provides employers with skilled workers. It provides training opportunities for the unemployed who need job skills, as well as enabling public training institutions to respond quickly to industry needs for skilled workers.

Several employers had multiple projects, and some met their needs with one project. Stomp Pork Farms and Drake Meat Processors Inc. were the most active employers in using the JobStart/Future Skills program. Through its Watrous office, the College coordinated the Prairie Swine Centre's provincial training for managers and supervisors. Comments were positive from both trainees and business, as both benefited from on-the-job learning with credit. Employers in each of the regional office areas participated in the program. Training was provided in a variety of areas:

- Abattoir Worker / Meat Cutter
- Ag Mechanic
- Automotive Service Technician / Autobody Technician
- Bookkeeper/Receptionist
- Compliance Officer
- Cook
- Cow Calf Beef Production Supervisor
- Curing Processor
- Customer Service Attendant
- Field Crop Production Technician
- Glass Blower
- Guest Services Attendant
- Greenskeeper
- Health Food Sales Clerk
- Jewellery Sales Consultant
- Marketing Manager
- Meat Cutter
- Packaging Retail Worker
- Parts Person
- Plant Production Worker
- Pork Production Worker
- Property Manager
- Quality Assurance Officer
- Sanitation Production Worker
- Seamstress
- Truck Driver
- Welder

Year	JS/FS Projects	Trainees	Funding
2001	31	60	$210,856
2002	36	42	$198,858
2003	**50**	**96**	**$260,797**

BUSINESS, INDUSTRY & COMMUNITY EDUCATION

Business, Industry and Community Education (BIC) programs consist of non-credit programs of varying duration in the areas of agriculture, computer applications, health and wellness, and general interest, as well as industry credit programs. These programs are scheduled in various communities throughout the region, based on identified needs and requests. The liaison between College programming staff and volunteer community contact committees is essential to the success of BIC programming.

AGRICULTURE

Carlton Trail Regional College is dedicated to providing agricultural training to residents of central Saskatchewan.

As the agriculture industry becomes more complex and diversified, a wide variety of programs are being offered through the College in cooperation with SIAST Wascana Campus, Saskatchewan Agriculture, Food & Rural Revitalization, the Prairie Swine Centre, the Prairie Implement Manufactures Association (PIMA), and the Agriculture Institute of Management in Saskatchewan (AIMS). Credit and non-credit courses offered included human resource management and supervision, marketing, financial planning, diversification, computers, economics of production practices, and skills training in Production Line Welding and Truck Driver Training / Air Brake Endorsement.

The downturn in commodity prices has been felt by the agriculture sector, resulting in a slackened demand for skills training, especially in Parts Management Technician, Custom Harvester, and Pork Production Technician.

Statistics

- **36** classes were offered to **524** students.

(excludes institute credit classes)

HEALTH & SAFETY

Carlton Trail Regional College has an extensive series of program offerings in the health and safety sector. Of particular note is the partnership with 19 fire departments in Humboldt and area to offer modules of the National Fire Protection Agency 1001 Course.

INFORMATION TECHNOLOGY

An ever-increasing involvement of the College throughout its region is in the delivery of a wide range of computer classes. The success of classes that meet the needs of first-time users to those sharpening technical skills is indicative of the responsiveness of Carlton Trail Regional College to emerging local and regional demand.

Statistics

- **95** classes were offered to **534** students.

In April of 2000, the College introduced web-based non-credit programming to Saskatchewan through a brokerage arrangement with Education to Go (*ed2go*). The enrolment for 2002 – 2003 is **16**, representing a steady increase.

The College's technology-enhanced learning (TEL) pilot projects were approved and implementation began in 2002 with the hiring of a facilitator and purchasing of hardware. Until March 31, 2004, the pilot projects will focus on the establishment of TEL Centres in two smaller communities within the region: Lestock and Imperial. The Lestock site will primarily target the Aboriginal community, while the Imperial site is aimed to support the farm family.

Statistics

- **117** classes were offered to **1425** students.
  (excludes institute credit classes)

BASIC EDUCATION PROGRAMS

The Basic Education and Adult Secondary Program is designed to be responsive to the education, training, and employment needs of the region's eligible students. Basic Education, including the Adult 10 and 12 level programs, was offered in Humboldt and Lestock. Either part-time or full-time students are eligible to attend these programs.

A non-credit Basic Education Preparatory program was inaugurated in Wakaw. The program is a progression from the previous Rural Career Services programs and serves as a two-year pilot project prior to offering a credit Basic Education program in the community. The One Arrow Band partnered with the College and CSCES to offer the program.

Statistics

- Registrations totalled **111**; a **19%** increase from the previous year
- **68%** of all students were female; **32%** were male
- The completion rate of all students, part-time and full-time was **64%**

	2001	2002	2003
Registrations	65	93	**111**

EMPLOYMENT READINESS

Carlton Trail Regional College offered a variety of project-based programs that featured preparedness for employment. *The Life Skills and Rural Career Services* programs were designed to meets the needs of adult learners requiring life skills, workplace skills and academic skills to enhance their employment possibilities. The following employment-related training programs were offered:

Program	Location	Enrolment
Rural Careers	Humboldt	**9**
Rural Careers	Humboldt	**11**
Life Skills	Wadena	**13**
Life Skills	Lestock	**16**

PROVINCIAL TRAINING ALLOWANCE

Students in the following programs were able to access the Provincial Training Allowance:

• Basic Education	Humboldt Lestock
• Basic Education Preparation	Wakaw
• Production Line Welding	Craik
• Custom Harvestor	Davidson

Statistics

- The Provincial Training Allowance was provided to **110** students.
- Allowances distributed to eligible participants were in the amount of **$442,514**.

LITERACY

The literacy program offered a variety of programming that used many delivery methods, including volunteer tutors, classroom delivery, direct delivery for GED preparation classes, and tutoring.

Public access to computers, software and the Internet was continued in Humboldt, Watrous, Wynyard, Southey and Davidson with designated equipment.

The College continued to provide literacy programming in the form of tutor matches, counselling and assistance from each regional office.

Statistics

- The program had **87** learners registered, of whom **2** were ESL learners.

GED TESTING

Saskatchewan residents who are 19 years of age or older can attain a Grade 12 equivalency certificates through General Education Development (GED) preparation and testing. Participants are tested on their general knowledge of Language Arts-Reading; Language Arts-Writing; Mathematics; Social Studies; and Science.

Statistics

- A total of **68** participants were tested in **23** sittings held throughout the College's region.

UNIVERSITY PROGRAMS

Carlton Trail Regional College offers off-campus classes from the University of Saskatchewan and University of Regina in various locations throughout the region as demand warrants. The primary vehicle for the delivery of university classes in the College's region is a $40,000 grant to St. Peter's College in Muenster. The grant is used to support second-year Arts and Science classes. In addition, university classes are offered over the SCN system.

SASKATCHEWAN COMMUNICATIONS NETWORK

Carlton Trail Regional College has receiving sites at Davidson, Humboldt, Semans, Watrous, Wynyard and Wadena. Within the College's region, community sites are located at Muenster, Viscount and Rose Valley; high school sites include Allan, Bruno, Clavet, Colonsay, Cudworth, Englefeld, Imperial, LeRoy, Nokomis, Simpson and Wakaw; reserve operated sites are located at Muskowekwan and Gordon reserves; and there is a Francophone distance education site at Vonda.

Credit courses were offered from SIAST and the Universities of Saskatchewan and Regina. A variety of non-credit programs were offered, including special event broadcasts.

Statistics

- **60** classes were offered to **207** students.

SERVICES

LEARNER SUPPORT & COUNSELLING

Counselling services are provided on a confidential one-on-one or group basis depending on the needs of clientele. Career and educational resource material are available at each of the College offices to assist individuals in planning for or changing a career, writing a resume, starting a small business, or finding an educational or training opportunity. College counsellors were extremely active, servicing over 2900 clients/students.

Carlton Trail Regional College provides formal testing services for individuals writing distance education and correspondence examinations, and evaluations of reading and mathematics competency levels required for entrance into certain SIAST programs and Adult High School.

Counsellors provided support to students by offering workshops on such skills as time management, exam writing, note taking, job search and interview skills. Financial aid information pertaining to sponsored programs, student loans, awards and bursaries is available at all College offices. Student success is the focus of all programs and the College strives to make the learning experience a positive and successful one.

The Provincial Training Allowance (PTA), which provides income support to low-income adults involved in training programs including Basic Education, Quick Skills and Bridging Programs, was administered within the region by College personnel.

The integration of College and the Canada-Saskatchewan Career and Employment Services (CSCES) operations to offer a seamless or transparent service to the public proceeded throughout the year. With co-located offices in Humboldt and Wynyard, clients were able to access state-of-the-art career and employment services that included Internet access.

Statistics

- A total of **2975** clients, of whom **816** were of Aboriginal descent, were provided learner support and counselling.

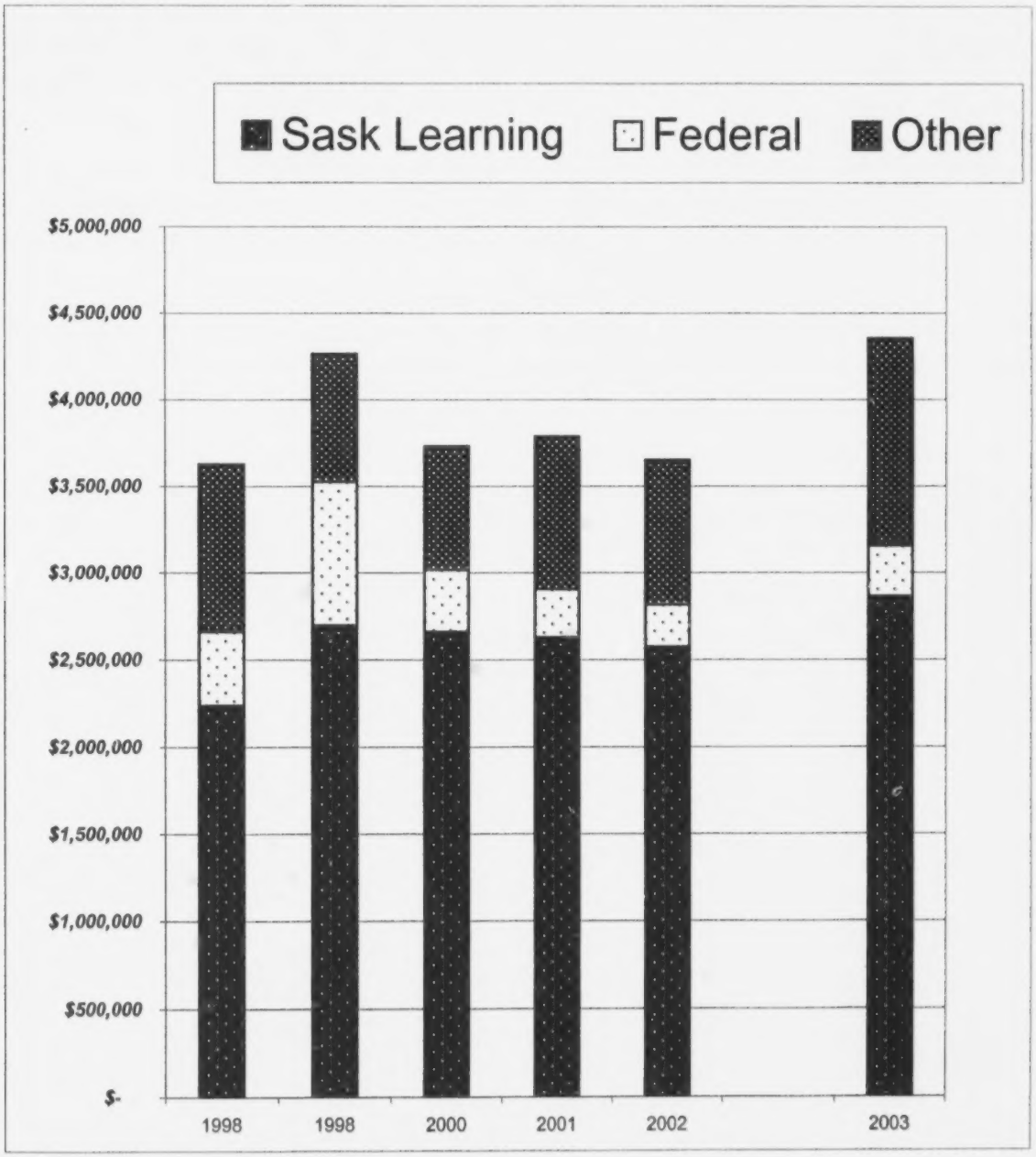
CARLTON TRAIL REGIONAL COLLEGE

FINANCIAL STATEMENTS

JUNE 30, 2003

CARLTON TRAIL REGIONAL COLLEGE
REVENUE ANALYSIS
1998 - 2003

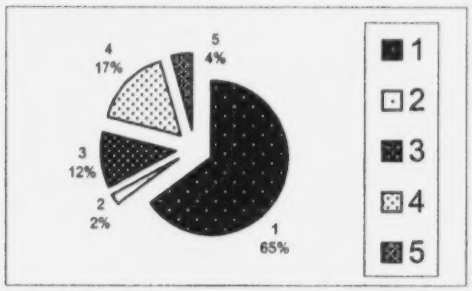
	1998	1998	2000	2001	2002	2003
Sask Learning	$ 2,238,059	$ 2,697,174	$ 2,660,095	$ 2,628,426	$ 2,572,974	$ 2,864,934
Federal	424,631	831,518	359,551	278,649	243,965	291,942
Other	965,268	736,159	710,750	881,204	836,413	1,198,983
Total	$ 3,627,958	$ 4,264,851	$ 3,730,396	$ 3,788,279	$ 3,653,352	$ 4,355,859



CARLTON TRAIL REGIONAL COLLEGE
Comparison of Expenditures -1998 -2003

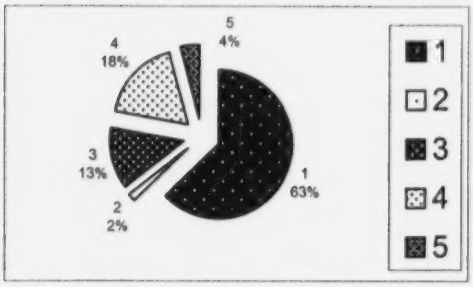
1998

(1) Programming		2,334,244
(2) Board		71,880
(3) Admin		424,389
(4) Organization		594,487
(5) Career Support		159,670
Total	$	3,584,670



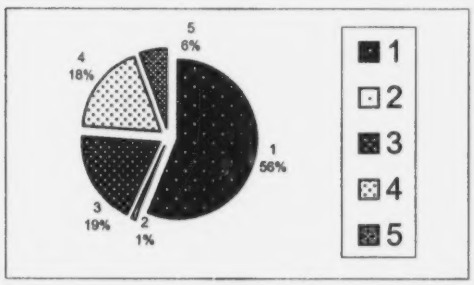
1999

(1) Programming		2,579,468
(2) Board		67,192
(3) Admin		541,823
(4) Organization		739,770
(5) Career Support		172,051
Total	$	4,100,304



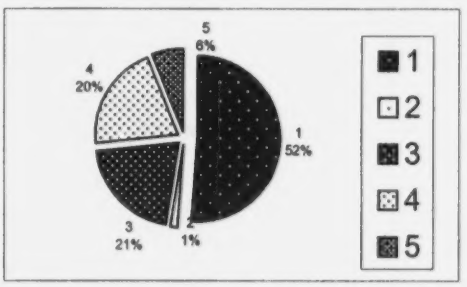
2000

(1) Programming		2,041,990
(2) Board		36,484
(3) Admin		668,266
(4) Organization		665,888
(5) Career Support		201,586
Total	$	3,644,214



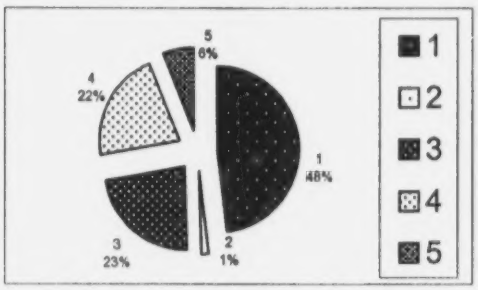
2001

(1) Programming		1,927,835
(2) Board		43,836
(3) Admin		789,062
(4) Organization		771,211
(5) Career Support		230,249
Total	$	3,762,193



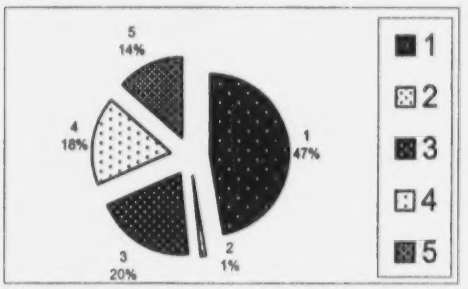
2002

(1) Programming		1,743,366
(2) Board		41,578
(3) Admin		828,876
(4) Organization		780,580
(5) Career Support		224,265
Total	$	3,618,665



2003

(1) Programming		2,039,084
(2) Board		42,730
(3) Admin		878,545
(4) Organization		759,933
(5) Career Support		590,729
Total	$	4,311,021



CARLTON TRAIL REGIONAL COLLEGE
Statement of Management Responsibility

The College is responsible for the preparation of the financial statements and has prepared them in accordance with Canadian generally accepted accounting principles and in accordance with the guidelines developed by Saskatchewan Learning. The College believes the financial statements present fairly the College's financial position as at June 30, 2003 and the results of its operations for the year then ended.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, the College has developed and maintains a system of internal control designed to provide reasonable assurance that College assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements.

The Board of Directors is responsible for the review of the financial statements. The Board meets with management and, as required, with the external auditors to discuss the results of audit examinations and financial reporting matters. The external auditors have full access to the Board with and without the presence of management.

The financial statements for the year ended June 30, 2003 have been reported on by E. J. C. Dudley & Co. The Auditor's Report outlines the scope of his examination and provides his opinion on the fairness of presentation of the information in the financial statements.

original signed by

CEO

original signed by

Director of Finance

AUDITORS' REPORT

To The Directors
Carlton Trail Regional College

We have audited the statement of financial position of Carlton Trail Regional College as at June 30, 2003 and the statements of operations, changes in net assets and cash flows for the year then ended. The College is responsible for preparing these financial statements for Treasury Board's approval. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the College as at June 30, 2003 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

original signed by

Wynyard, Saskatchewan
September 04, 2003

Chartered Accountants

Statement 1

Carlton Trail Regional College
Statement of Financial Position
as at June 30, 2003

	2003 Operating	2003 Capital	**2003 Total**	2002 Total
Assets				
Current Assets				
Cash	$ 355,580	$ -	**$ 355,580**	$ 157,541
Temporary investments	240,000	-	**240,000**	465,000
Accounts receivable (Note 3)	257,979	-	**257,979**	107,715
Inventories	9,725	-	**9,725**	10,941
Prepaid expenses	38,576	-	**38,576**	35,128
	901,860		**901,860**	776,325
Non-current Assets				
Construction in Progress	-	19,128	**19,128**	-
Capital Assets (Note 4)	-	972,071	**972,071**	1,099,837
	$ 901,860	$ 991,199	**$ 1,893,059**	$ 1,876,162
Liabilities				
Current Liabilities				
Accounts Payable (Note 6)	$ 345,261	$ -	**$ 345,261**	$ 213,194
Unearned revenue (Note 7)	309,676	-	**309,676**	336,668
	654,937	-	**654,937**	549,862
Net Assets				
Invested in capital assets	-	991,199	**991,199**	1,099,837
Internally restricted (Note 8)	95,955	-	**95,955**	95,955
Unrestricted	150,968	-	**150,968**	130,508
	246,923	991,199	**1,238,122**	1,326,300
	$ 901,860	$ 991,199	$ 1,893,059	$ 1,876,162

The accompanying notes form an integral part of these financial statements.

APPROVED BY THE BOARD

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Statement 2

Carlton Trail Regional College
Statement of Operations
for the year ended June 30, 2003

	Budget (Note 9)	2003 Operating	2002	2003 Capital	2002	**2003 Total**	2002 Total
Revenues (Schedule 1)							
Saskatchewan Learning	$ 2,848,365	$ 2,864,934	$ 2,572,974	$ 19,104	$ 52,894	**$ 2,884,038**	$ 2,625,868
Federal government	350,000	291,942	243,965	-	-	**291,942**	243,965
Other revenue	857,546	1,198,983	836,413	-	-	**1,198,983**	836,413
Total revenues	4,055,911	4,355,859	3,653,352	19,104	52,894	**4,374,963**	3,706,246
Expenses (Schedule 2)							
Agency Contracts	881,152	1,238,864	786,857	-	-	**1,238,864**	786,857
Amortization	-	-	-	152,120	142,289	**152,120**	142,289
Equipment	115,050	99,544	49,287	-	-	**99,544**	49,287
Facilities	240,100	261,511	265,927	-	-	**261,511**	265,927
Information Technology	40,790	15,214	10,904	-	-	**15,214**	10,904
Operating (Schedule 3)	490,715	448,841	373,691	-	-	**448,841**	373,691
Personal services	2,259,930	2,247,047	2,131,999	-	-	**2,247,047**	2,131,999
Total expenses	4,027,737	4,311,021	3,618,665	152,120	142,289	**4,463,141**	3,760,954
Excess (deficiency) of revenues over expenses	$ 28,174	$ 44,838	$ 34,687	$ (133,016)	$ (89,395)	**$ (88,178)**	$ (54,708)

The accompanying notes form an integral part of these financial statements.

Statement 3

Carlton Trail Regional College
Statement of Changes in Net Assets
for the year ended June 30, 2003

	2003				**2003**	2002
	Capital	Operating				
	Invested in	Restricted				
	capital assets	Externally	Internally	Unrestricted	**Total**	Total
Net assets, beginning of year	$ 1,099,837	$ -	$ 95,955	$ 130,508	**$ 1,326,300**	$ 1,381,008
Excess of revenue over expenses	(133,016)	-	-	44,838	**(88,178)**	(54,708)
Interfund transfers (Note 8)	24,378	-	-	(24,378)	-	-
Net assets, end of year	$ 991,199	$ -	$ 95,955	$ 150,968	**$ 1,238,122**	$ 1,326,300

The accompanying notes form an integral part of these financial statements.

Statement 4

Carlton Trail Regional College
Statement of Cash Flows
for the year ended June 30, 2003

	2003	2002
Cash flows from operating activities		
(Deficiency) of revenues over expenses	$ (88,178)	$ (54,708)
Amortization of capital assets	152,120	142,289
	63,942	87,581
(Increase) decrease in accounts receivable	(150,264)	32,710
Decrease in inventories	1,216	3,101
(Increase) in prepaid expenses	(3,448)	(17,951)
Increase (decrease) in accounts payable	132,067	(27,081)
(Decrease) Increase in unearned revenue	(26,992)	181,935
Cash provided from operating activities	16,521	260,295
Cash flows from investing activities		
Purchase of capital assets	(43,482)	(70,164)
Cash used in investing activities	(43,482)	(70,164)
Net Increase (decrease) in cash and temporary investments	(26,961)	190,131
Cash and temporary investments, beginning of year	622,541	432,410
Cash and temporary investments, end of year	$ 595,580	$ 622,541

The accompanying notes form an integral part of these financial statements.

CARLTON TRAIL REGIONAL COLLEGE
Notes to the Financial Statements
for the year ended June 30, 2003

1. **PURPOSE AND AUTHORITY**

The Carlton Trail Regional College offers educational services and programs under the authority of Section 14 of The Regional Colleges Act.

The Board of the Carlton Trail Regional College is responsible for administering and managing the educational affairs of the College in accordance with the intent of The Regional Colleges Act and its regulations.

2. **SIGNIFICANT ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant policies:

(a) **Fund Accounting**

The accounts of the College are maintained in accordance with the principles of fund accounting. For financial reporting purposes, accounts with similar characteristics have been combined into the following major funds:

(i) Operating Fund

The operating fund consists of those revenues and expenses relating to the general operations of the College.

(ii) Capital Fund

The capital fund reflects the unamortized capital assets of the College and the equity of the College in capital assets, after taking into consideration any associated long term debt. The capital fund consists of transfers and donations designated for capital purposes by the contributor, net of the annual amortization expense. Also included in the capital fund are the appropriations for future capital expenditures.

(b) **Revenue Recognition**

The College follows the restricted fund method of accounting for grants. Restricted transfers related to general operations are recognized as revenue of the operating fund in the year in which the related expenses are incurred. Transfers restricted for capital assets are recognized as revenue of the capital fund when received or receivable.

Unrestricted operating transfers are recognized as revenue of the operating fund when received or receivable. Tuition and fee revenue is recognized as the course instruction is delivered. Revenue from contractual services is recognized as the service is delivered.

(c) **Capital Assets**

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Amortization is charged on a straight-line basis over the estimated useful lives of the assets at the following terms, and is reported as an expense in the capital fund:

Buildings	20 years
Furniture and Equipment	3 to 5 years
Leasehold Improvements	Term of Lease or estimated useful life

(d) **Inventories**

Inventories are recorded at the lower of cost and net realizable value.

(e) **Investments**

Investments are recorded at the lower of cost and market value.

(f) **Cash and Temporary Investments** are represented by cash on hand and balances with banks.

3. ACCOUNTS RECEIVABLE

Accounts receivable are composed of the following:

	2003	2002
Saskatchewan Learning	$ 39,675	$ 13,859
Federal Government	60,780	5,400
Other	157,524	88,456
	$257,979	$107,715

4. CAPITAL ASSETS

	Cost	Accumulated Amortization	2003 Net Book Value	2002 Net Book Value
Land	$ 600	0	600	600
Buildings	198,975	106,427	92,548	102,497
Furnishings/Equipment	943,845	874,866	68,979	115,738
Leasehold Improvements	1,170,549	360,605	809,944	881,002
	2,313,969	1,341,898	972,071	1,099,837

5. COMMITMENTS

The College is obligated under the following lease agreements:

(a) Administration Building: A five year lease, expiring June 30, 2006, calls for monthly rental payments of $5,000 plus GST.

(b) Humboldt Education Centre: The joint-use Operating Agreement (three years) requires an annual maintenance fee of $2,650 per month.

(c) Watrous facility: An open-ended lease (99 years) with Long Lake School Division specifying payment of operating costs only.

(d) Equipment: The College is committed to an annual lease payment of $27,021 plus sales taxes in respect of photocopier equipment. The lease expires August 31, 2004.

(e) Wynyard Facility: A 10 year lease expiring December 31, 2009 specifying payment of operating costs only.

(f) Lestock Facility: Originally signed as a five year lease expiring June 30, 2005. By mutual agreement, the lease will end effective January 31, 2004. Original lease specifies an annual rate of $8,000 with a 5% increase per year built into the contract effective the first day of July each year.

6. ACCOUNTS PAYABLE

Accounts payable are composed of the following:

	2003	2002
Accrued Vacation Pay	$ 110,171	$ 96,928
Payroll and Employee Benefits	43,409	62,852
Fireman Training Trust	4,191	0
Trade Payables	187,490	53,414
	$ 345,261	$213,194

7. UNEARNED REVENUE

Unearned revenue consists of transfers received to carry out specific activities in excess of the expenses incurred on those activities at the end of the fiscal year as follows:

	2003	2002
Saskatchewan Learning	$245,039	$311,600
Other	64,637	25,068
	$309,676	$336,668

8. RESTRICTIONS ON NET ASSETS

The Board of Directors of Carlton Trail Regional College have placed internal restrictions on $95,955 (2002 - $95,955) of unrestricted net assets to be used for future expenditures. These internally restricted amounts are not available for other purposes without approval of the Board of Directors.

$ 24,378 (2002 - $17,270) was transferred from unrestricted operating funds to capital assets for the purchase of information technology equipment, computers and office equipment.

9. BUDGET AMOUNTS

The budget submitted with the Business Plan was prepared by Regional College management with Board approval given on May 22, 2002. Ministerial approval was received June 28, 2002.

10. RELATED PARTY TRANSACTIONS

These financial statements include transactions with related parties. The College is related to all Saskatchewan Crown Agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the College is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms.

	2003	2002
University of Saskatchewan	$ 8,251	$ 3,772
SaskTel and SaskMobility	63,821	53,768
SaskPower & SaskEnergy	23,509	24,020
SIAST	561,163	314,893
Saskatchewan Property Management Corporation	44,008	45,095

During the year the College continued a contract with Saskatchewan Communications Network (SCN) to deliver various training and educational programs. The College received $89,364 during the year from SCN for these programs (2002 - $96,750).

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

11. FINANCIAL INSTRUMENTS

(a) The carrying amount of cash and temporary investments, accounts receivable, accounts payable and accrued salaries, and vacation payable approximates fair value due to the short term maturity of these instruments. There are no significant terms or conditions related to these financial instruments that may affect the amount, timing, or certainty of future cash flows.

(b) The College is exposed to credit risk from the potential non-payment of accounts receivable. The majority of the Colleges receivables are from the Provincial and Federal governments or have subsequently been collected therefore credit risk is minimal.

12. PENSIONS

Employees of the College participate in one of two pension plans. Teachers and other employees holding a teaching certificate participate in a defined benefit plan, the Teachers' Superannuation Plan (TSP) which is administered by the Teachers' Superannuation Commission. The Board has no financial obligation to TSP. Eligible employees contribute to TSP for their current service. No matching contribution is made by the College. The General Revenue Fund is responsible for the financial obligations of the TSP. All other employees participate through Municipal Employees' Pension Plan (MEPP) which is a multi-employer defined benefit plan. The College's financial obligation to the MEPP is limited to making required payments to match amounts contributed by employees for current services. Pension expense for the year 2003 amounted to $65,801 (2002 - $57,918).

13. SASKATCHEWAN CAP YOUTH PROJECT

During the year the College entered into an agreement with Industry Canada to pay wages to employees of Canada Community Access Program Youth Employment project for the Province of Saskatchewan. The project employs youth in rural communities to ensure that Canadians in remote and rural areas have affordable access to the information highway.

An administration margin of $16,247 (2002 - $17,045) was acquired from the agreement.

During the year, Youth Internships salaries & benefits totaling $253,624 (2002 - $198,174) were paid out to 48 Community Access Project Sites.

14. COMPARATIVE FIGURES

Certain prior year's comparative figures have been reclassified or adjusted to conform to the current year's basis of presentation.

Schedule 1

Carlton Trail Regional College
Schedule of Operating Fund Revenues by Function
for the year ended June 30, 2003

	2003										
	General	Skills Training		Basic Education		University	Services		2003	Budget	2002
		Credit	Non-credit	Credit	Non-credit	Credit	Learner Support	Counsel	Total	(Note 9)	Total
Saskatchewan Learning											
Operating grant	$ 1,428,570	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 1,428,570**	$ 1,423,570	$ 1,294,889
Program payments	-	734,941	-	286,219	-	-	-	-	**1,021,160**	1,055,145	906,441
Other	70,767	273,837	-	14,100	-	-	56,500	-	**415,204**	369,650	371,644
	1,499,337	1,008,778	-	300,319	-		56,500	-	**2,864,934**	2,848,365	2,572,974
Federal Government											
Admin recovery	14,019	-	-	-	-	-	-	-	**14,019**	15,000	14,019
Projects	-	-	-	-	-	-	277,923	-	**277,923**	335,000	229,946
	14,019	-	-	-	-	-	277,923	-	**291,942**	350,000	243,965
Other Revenue											
Admin recovery	16,088	38	-	-	-	-	-	-	**16,126**	-	20,682
Contracts	-	245,799	-	-	156,934	17,873	1,745	101,422	**523,773**	379,450	287,085
Interest	18,835	-	-	-	-	-	-	-	**18,835**	15,000	20,042
Rents	45,112	558	80	-	-	-	-	-	**45,750**	29,400	26,334
Resale Items	-	89,521	7,332	1,213	-	-	-	-	**98,066**	97,268	83,704
Tuitions	-	357,873	90,679	6,390	-	-	4,896	-	**459,838**	323,178	392,099
Other	3,852	20,827	6,819	4,576	56	325	-	140	**36,595**	13,250	6,467
	83,887	714,616	104,910	12,179	156,990	18,198	6,641	101,562	**1,198,983**	857,546	836,413
Total revenue	1,597,243	1,723,394	104,910	312,498	156,990	18,198	341,064	101,562	**4,355,859**	4,055,911	3,653,352
Total expenses (Schedule 2)	1,681,208	1,464,489	77,218	293,333	154,589	49,455	344,356	246,373	**4,311,021**	4,027,737	3,618,665
Excess (deficiency) of revenues over expenses	$ (83,965)	$ 258,905	$ 27,692	$ 19,165	$ 2,401	$ (31,257)	$ (3,292)	$ (144,811)	**$ 44,838**	$ 28,174	$ 34,687

The accompanying notes form an integral part of these financial statements.

Schedule 2

Carlton Trail Regional College
Schedule of Operating Fund Expenses by Function
for the year ended June 30, 2003

	2003								2003	Budget (Note 9)	2002
	General	Skills Training		Basic Education		University	Services				
		Credit	Non-credit	Credit	Non-credit	Credit	Learner Support	Counsel	**Total**	Total	Total
Agency Contracts	$ 7,133	$ 840,389	$ 51,426	$ 2,860	$ 113,051	$ 40,023	$ 143,299	$ 40,683	**$ 1,238,864**	$ 881,152	$ 786,857
Equipment	64,864	7,881	88	11,186	3,730	243	557	10,995	**99,544**	115,050	49,287
Facilities	146,226	66,554	1,958	36,151	10,513	-	109	-	**261,511**	240,100	265,927
Information Technology	13,307	1,835	-	-	52	-	20	-	**15,214**	40,790	10,904
Operating (Schedule 3)	229,916	140,944	20,711	18,870	21,022	1,189	6,435	9,754	**448,841**	490,715	373,691
Personal services	1,219,762	406,886	3,035	224,266	6,221	8,000	193,936	184,941	**2,247,047**	2,259,930	2,131,999
	$ 1,681,208	$ 1,464,489	$ 77,218	$ 293,333	$ 154,589	$ 49,455	$ 344,356	$ 246,373	$ 4,311,021	$ 4,027,737	$ 3,618,665
			$ 1,541,707		$ 447,922			$ 590,729			

Schedule 3

Carlton Trail Regional College
Schedule of Operating Fund Expenses
for the year ended June 30, 2003

	2003 Total	Budget (Note 9) Total	2002 Total
Advertising	$ 32,679	$ 44,600	$ 26,514
Association Fees & Dues	9,503	10,750	10,208
Bad Debts	6,749	1,000	3,380
Financial Services	506	500	474
In-Service	16,059	21,150	12,953
Insurance	16,554	17,000	16,814
Materials & Supplies	62,106	78,810	70,226
Postage Freight & Courier	18,280	13,250	17,608
Printing & Copying	1,685	4,055	613
Professional Services	17,957	44,000	-
Resale Items	94,190	94,950	76,239
Subscriptions	2,205	1,000	1,651
Telephone/Fax	60,340	55,705	53,512
Travel	88,208	96,745	68,300
Other	21,820	7,200	15,199
	$ 448,841	$ 490,715	$ 373,691

The accompanying notes form an integral part of these financial statements.

Schedule 4

Carlton Trail Regional College
Schedule of Restricted Net Assets Transactions
for the year ended June 30, 2003

	Beginning Balance	Appropriations to net assets	Appropriations from net assets	Ending Balance
Internally Restricted				
Information Technology	$ 95,955	-	-	$ 95,955
	$ 95,955	$ -	$ -	$ 95,955

The accompanying notes form an integral part of these financial statements.